

## **DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Conference Room, Aqualibrium, Kinloch Road, Campbeltown on Friday, 28 November 2008 at 11.05 a.m.

**Present:** Councillors Donald McMillan and Donald McIntosh, Argyll and Bute Council; Councillors John Jamieson and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Brown and Jim Finn, West Dunbartonshire Council.

**Attending:** David Thomson, Assessor and Electoral Registration Officer; William Mathieson, Depute Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administration Officer; David Connell, Head of Finance and ICT, West Dunbartonshire Council and Craig Stewart, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Vivien Dance, Ellen Morton and Gary Mulvaney (Argyll and Bute Council); Provost Alex Hannah and Councillors Rhondda Geekie, Anne Jarvis and Gillian Renwick (East Dunbartonshire Council) and Councillors David McBride, Craig McLaughlin and John Millar (West Dunbartonshire Council).

**Councillor Vaughan Moody in the Chair**

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 20 June 2008 were submitted and approved as a correct record.

### **MINUTES OF MEETING OF THE PROPERTY SUB-COMMITTEE**

The Minutes of Meeting of the Valuation Joint Board Property Sub-Committee held on 3 November 2008 were submitted for information and noted.

### **REVIEW OF VALUATION JOINT BOARD PROPERTY AND ACCOMMODATION**

A report was submitted by the Depute Assessor (Clydebank) providing an update on various issues relating to the Joint Board's property assets.

Having heard the Assessor and Electoral Registration Officer in further explanation, the Joint Board agreed:-

- (1) that with regard to 235 Dumbarton Road, Clydebank, to note the contents of the report and approve the planned programme of improvements to the building, with the first scheduled items being included in the 2009/10 Capital Bid; and
- (2) that with regard to Kilbrannan House, Bolgam Street, Campbeltown, to note that the initial cost indications for both the addition of a third floor to the existing building and for constructing a new building appeared to be impractical, leaving the status quo of retaining the existing building and regular maintenance as the most viable option for the immediate future, while at the same time monitoring the future availability of suitable alternative buildings.

### **NON-DOMESTIC RATING AND DOMESTIC COUNCIL TAX VALUATION PROGRESS**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) advising of progress in relation to the Assessor's Non-Domestic Rating Valuation function;
- (b) advising of progress in relation to the Assessor's Council Tax Valuation function; and
- (c) providing an update on the proposed Abolition of Council Tax.

Having heard the Assessor and Electoral Registration Officer in elaboration, the Joint Board agreed:-

- (1) to note the progress in relation to disposal of Revaluation appeals and Council Tax proposals;
- (2) to note the preparations that were underway to deliver the 2010 Revaluation timeously;
- (3) to note progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists; and
- (4) to note the progress in relation to the Abolition of Council Tax.

### **ELECTORAL REGISTRATION**

A report was submitted by the Assessor and Electoral Registration Officer providing an update of the current position in relation to Electoral Registration.

Following discussion and having heard the Principal Administration Officer in further explanation and in answer to Members' questions, the Joint Board agreed to note the contents of the report.

## **FINANCE**

**(a) Annual Report and Final Accounts for Year Ending 31 March 2008**

A report was submitted by the Treasurer presenting the audited Annual Report and Final Accounts for the year ending 31 March 2008.

Following discussion and having heard the Head of Finance and ICT, West Dunbartonshire Council in further explanation and in answer to Members' questions, the Joint Board agreed to approve the Annual Report and Final Accounts for the year ending 31 March 2008.

**(b) KPMG LLP's Final Audit Report to those charged with governance  
KPMG LLP's Final Audit Report to Members and the Controller of Audit  
2007/2008**

A report was submitted by the Treasurer advising of KPMG LLP's report on the audit of the Joint Board's accounts 2007/08 which encompasses two KPMG LLP reports.

Having heard the Head of Finance and ICT, West Dunbartonshire Council in further explanation, the Joint Board agreed to approve the management actions detailed in the undernoted action plans:-

- (1) Appendix 1 – Report to those charged with governance - (page 6); and
- (2) Appendix 2 – Report to Members and the Controller of Audit 2007/2008 – (page 8).

**(c) Revenue Budgetary Control Report - Period 6 (2008/09)**

A report was submitted by the Treasurer advising of the budgetary performance of the Revenue Account for the period to 15 October 2008.

It was noted that the report highlighted a favourable variance (underspend) of £33,010 (2.49%) due to two major factors outlined in the report.

Having heard the Head of Finance and ICT, West Dunbartonshire Council, the Joint Board agreed to note the budgetary position of the Revenue Account.

**(d) Capital Budgetary Control Report - Period 6 (2008/09)**

A report was submitted by the Treasurer advising of the budgetary performance of the Capital Account to 15 October 2008.

In this connection, it was noted:-

- (a) that there was a small favourable variance of £223 in the period to 15 October 2008; and
- (b) that it was anticipated that the £18,000 budgeted for the purchase of a new server would be fully expended within the current financial year.

Having heard the Head of Finance and ICT, West Dunbartonshire Council, the Joint Board agreed to note the budgetary position of the Capital Account.

**(e) Revenue Estimates 2009/2010**

A report was submitted by the Treasurer seeking approval of the draft Revenue Estimates for 2009/10.

Both the Head of Finance and ICT and the Assessor referred to the significant difficulties involved in achieving the proposed estimates, with further efficiency savings still to be found in the course of the year, which could, the Assessor cautioned, adversely affect the performance levels which have been consistently achieved over the last few years.

Having heard the Head of Finance and ICT, West Dunbartonshire Council in elaboration and in answer to Members' questions, the Joint Board agreed:-

- (1) to approve the draft Revenue Estimates for 2009/2010; and
- (2) that the requisition be apportioned to the constituent Councils on the basis of their Grant Aided Expenditure (GAE) figures, as indicated in Appendix 3 to the report.

**(f) Capital Estimates 2009/10**

A report was submitted by the Treasurer seeking approval of the draft Capital Estimates for 2009/10.

Having heard the Head of Finance and ICT, West Dunbartonshire Council in further explanation and in answer to Members' questions, the Joint Board agreed:-

- (1) to approve the 2009/10 Capital Plan of £112,300;

- (2) to note the likely ongoing requirement for building works in the Clydebank office; and
- (3) to note the capital requisition for each constituent authority for 2009/10, as detailed in Appendix 1 to the report.

### **PAY MODERNISATION & SINGLE STATUS**

A joint report was submitted by the Head of Human Resources & Organisational Development, West Dunbartonshire Council and the Depute Assessor (Clydebank) providing an update on the progress of the pay modernisation process and the implementation of the Single Status Agreement.

Following discussion and having heard Mr. Mathieson, Depute Assessor and Electoral Registration Officer in elaboration and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the current position in relation to the implementation of the Single Status Agreement and Pay Modernisation; and
- (2) that should the process fail to result in a collective agreement, and it was considered necessary to impose the Single Status Agreement, as had been the case with West Dunbartonshire Council, a further report would be presented to the Board for approval, with a request for a special meeting to be called if appropriate.

### **BEST VALUE**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) providing an update on progress in respect of the Public Performance Reporting (PPR) requirements of the statutory Best Value regime; and
- (b) advising of other, Best Value related, initiatives which are ongoing within the Valuation Joint Board.

Having heard the Assessor and Electoral Registration Officer, it was agreed:-

- (1) to note the 2007/08 Public Performance Report, the methods of publication and circulation used and the Report's expansion in web format to provide cross-authority performance;
- (2) to note the expansion of the reporting regime into the electoral registration function through various submissions to the Electoral Commission;
- (3) to note that the results of the staff satisfaction survey were largely positive and that the Management Team had agreed a series of actions;

- (4) to note that the results of the ongoing 2008/09 Customer Satisfaction Survey would be reported to a future meeting of the Joint Board;
- (5) to note that the Internal Audit report and the agreed Action Plan would be reported to a future meeting of the Joint Board; and
- (6) to note the implementation of Customer Standards as an initiative to improve stakeholders' experiences of interacting with the Joint Board.

#### **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Valuation Joint Board would be held on a Friday in early June 2009 in the West Dunbartonshire Council Offices, Garshake Road, Dumbarton.

The meeting closed at 12.00 noon